

# **REQUEST FOR PROPOSALS**

For

## **LAND SURVEYING SERVICES**

Issued By:

***City of Rochester, New York  
Department of Environmental Services  
Bureau of Water***

Patrick O'Connor, P.E.  
Director  
Rochester Water Bureau  
10 Felix Street  
Rochester, New York 14608

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## **SECTION I - SCOPE OF SERVICES**

### **1.1 PURPOSE**

The City of Rochester (City) Water Bureau is soliciting proposals from qualified providers of land surveying services. The Water Bureau invites you to submit a proposal for land surveying services required for the design and construction of new water mains, which will replace existing water main located on various streets within the City. Typically, the streets involved in this project will be two-lane residential type streets. However, this project could involve two-lane commercial type collector streets. There is no guaranteed minimum work per year.

The land surveying services, provided under this proposal could also be used for surveying needs at any of the other Water Bureau facilities including the Hemlock Lake Water Filtration Plant located in Livingston County, Rush Reservoir, Cobbs Hill and Highland Reservoirs located in the City and the water transmission conduits running from Hemlock Lake to the City.

### **1.2 SCOPE OF PROJECT – CONSULTANT SERVICES**

Proposal shall contain the following information:

- Resumes of personnel who would be directly involved in this project.
- Description of previous completed projects similar in nature to this project.
- List of references.
- Provide firms' approach to the project; including, examples of schedule and lead time required. A typical project may include 4,000 to 7,000 feet to survey on four to eight streets. Street lengths can range from less than 500 feet to over 2,000 feet.
- The Water Bureau wants to be able to estimate the cost to have streets surveyed for its yearly water main extensions and improvements program. Provide proposed costs required for surveying services per linear foot of street surveyed within expected limits plus a base mobilization/research fee per street for each component of the work. Use Figure 1 as an typical example of a two lane residential street project.
- Basic Services Fee: provide the lump sum not-to-exceed fee for each component of the work. The cost information will be presented in a manner the Water Bureau will be able to estimate survey work for yearly projects.
- A statement of hourly rates and multipliers for personnel (note that appropriate New York State Department of Labor prevailing wage rates and supplements will apply for survey crew field work).

The Appendix contains a draft copy of the Professional Services Agreement (PSA) that will be executed

between the City and the consultant. Section I of this agreement is in draft form and contains a description of the scope of the anticipated services required to complete this project. Section I will be finalized after the firm is selected.

The PSA will contain a requirement that the covered consultant and any covered sub-consultants and subcontractors pay their employees who directly work on the project a living wage. Rochester City Council adopted the Rochester Living Wage Ordinance (Section 8A-18 of the Rochester Code), effective July 1, 2001, which requires covered employees who are awarded City service contracts of \$50,000 or more to pay a Living Wage, as defined in §8A-18D(1) of the Ordinance. If the total amount of the proposal is \$50,000 or more during the period of one year, a written commitment to pay all covered employees a Living Wage and a list of job titles and wage levels of all covered employees in each of the years fee, which this agreement is sought shall be submitted with the proposal. The current Living Wage rates and a link to the Rochester Living Wage Ordinance is available on the City's website at:

<http://www.cityofrochester.gov/article.aspx?id=8589937003>

### **1.3 CONSULTANT SERVICES**

The consultant shall perform the following services in a professional and competent manner:

#### **Part 1 DESCRIPTION OF PROJECT**

##### **General Description**

The Consultant shall provide surveying and base mapping for specified City streets, which will assist the City producing the project design drawings. Within the given limits for each street, the survey and base mapping will facilitate locating the proposed water main within the street Right-of-Way, and new water services and hydrant installations extending from the new water main to the tree lawn area.

##### **Project Area Definition**

The project is generally located in the City limits on the streets within the given limits. The limits also include City property where Rush Reservoir and the Hemlock Lake Water Filtration Plant are located in Monroe and Livingston Counties. In addition, it also includes public rights of way, City property and easements containing the conduits that convey water from the Hemlock Lake Water Filtration Plant to the City. The agreement will be performed on a yearly basis for a term of three years commencing on August xx, 2017 and ending July 30, 2020. The contract can be renewed for 2 additional years total in one year increments as directed by the Water Bureau.

#### **Part 2 DESCRIPTION OF PROFESSIONAL SERVICES**

##### **General:**

- A. The Consultant shall provide planimetric survey and mapping services required for the project.
- B. The Consultant is to have on its staff and to retain during the performance of its services all appropriate professional personnel necessary to completely and accurately perform the

services required. Surveying shall either be performed by or under the direct supervision of a licensed surveyor registered to practice in the State of New York.

- C. The Consultant shall develop and submit to the City, an electronic record in original AutoCAD dwg format. Version to be determined after consulting with the Water Bureau. The electronic record shall include the survey layers and existing features and local objects placed on Water Bureau standard layers for such features and local objects using Water Bureau standard symbols and line types. The record will be an accurate and reproducible graphic representation of the project area and its immediate surroundings, including all existing facilities and vegetation. The coordinate system shall be New York State Plane Coordinate System Western Zone NAD 83 horizontal and City Datum vertical. The scale shall be 1 unit = 1 foot, to produce 20 scale drawings. An electronic sample drawing will be provided. The consultant shall make maximum use of planimetric, topographic, GIS and utility maps and surveys as available from the City, County or private utilities.
- D. The Consultant shall provide personnel protection equipment for all personnel working within the public right of way.

#### Basic Services:

A. Research:

The Consultant shall research appropriate alignments, configuration and widths of roads within the project.

B. Public Relations:

The Consultant shall distribute notification letters to residents and business owners within the project limits giving information about intended survey in advance of survey activities in that area. The City will provide the notification letters for the Consultant's use.

C. Field Survey:

The Consultant shall perform a topographic survey of the project area and the area immediately surrounding the project. The limits of the survey will extend at least 50 feet beyond the end limits of a street as defined by the outer limits of the intersecting street's Public Right-of-Way or the limits as defined by the City. The limits laterally along a street shall be defined by the front corners of houses or buildings. The horizontal precision of the survey within the Public Right-of-Way shall be 1:10000. The accuracy standard shall be 0.08 ft. A surface in Autocad Civil 3D and a point file shall be provided. Typical planimetric features would be:

1. Curbs, street gutters and/or edge of pavement: locating points-of-curve, bends, radii and changes in street width. Give material composition of curbing and gutters.
2. Sidewalks within the Public Right-of-Way and entrance walks leading to houses and buildings; including: widths, number of steps, and material composition of walks.

3. Driveways and drive aprons; including, driveway width changes from the street to house or building and a brief description of the composition.
  4. House or building front corners including porches. Provide address of properties.
  5. Trees and hedge rows located between the road and houses/buildings. Small shrubbery outside of the Public Right-of-Way is not necessary. Provide size of tree trunks at breast height and width of hedges.
  6. Fences (label type of fence, for example: chain link, wood, picket, stockade, rail, etc.).
  7. All utilities that show at the ground surface and identify each, for example: manholes, (sewer, RGE electric, City electric, gas, telephone, water, etc.), hand-holes, valve boxes, curb boxes (water and gas), sewer clean-outs, poles (light poles, utility poles or both). Over-head wires are not necessary. Sewer manhole invert elevations shall be obtained.
  8. All signs (indicate whether parking signs, stop signs, street name signs, etc.)
  9. Hydrants, hydrant marking posts, cable TV pedestals; traffic pedestals, gas vents, and traffic wire loops if visible.
  10. Existing utility stake-out marks are helpful.
  11. Miscellaneous: RCS and USGS monuments, walls and retaining walls (give composition), driveway curbs, tree boxes, and garden boxes.
- D. Mapping:
- A north arrow shall show in proper orientation to the segment of topography. The map shall include Public Right-of-Way lines. Mapping shall contain a certification to the City noting the accuracy, map date, date of field survey, signed and sealed by a New York State licensed professional land surveyor.

### **Part 3 SELECTION OF CONSULTANT**

The selection of a Consultant is within the City's sole discretion. No reason for rejection or acceptance of a proposal is required to be given. Decisions will be based on qualifications and not based solely on cost. A consultant who has an office located within the City of Rochester shall be given additional consideration. The City encourages Minority and Women Owned (M/WBE) businesses to participate and are given additional consideration.

A selection committee will review all proposals. The firm considered to be most qualified by the selection committee will be contacted to discuss the extent and negotiate and agree upon scope and compensation for services. If satisfactory agreement is not reached with this firm, negotiations will be terminated and the firm considered next most qualified will be contacted to discuss the scope and negotiate and agree upon compensation for services. The process will be repeated, if necessary, until an agreement is reached.

### **Part 4 INQUIRIES AND MISCELLANEOUS INFORMATION**

All questions concerning this solicitation should be directed only to:

George Wheatley  
Supervising Engineering Technician  
Rochester Water Bureau  
10 Felix Street  
Rochester, NY 14608  
Telephone: (585) 428-6133  
Fax: (585) 428-7880  
E-mail: [george.wheatley@cityofrochester.gov](mailto:george.wheatley@cityofrochester.gov)

Questions must be submitted in writing and preferably by e-mail. All questions and the City's responses will be shared with all Consultants who have indicated an intent to submit a proposal and have provided the City with their e-mail address. There will not be a pre-proposal conference or meeting of interested Consultants.

The City may amend this Request for Proposal upon notification to all potential consultants who have indicated an intent to submit a proposal. The City may request additional information from potential Consultants as necessary to assist the City in evaluating a proposal. This Request for Proposal may be withdrawn by the City for any reason and the City shall have no liability for any costs incurred in preparing a proposal.

The proposal and all materials submitted with the proposal shall become the property of the City and will be subject to NYS Freedom of Information Law (FOIL). Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be included.

The selected consultant will be required to enter into a PSA with the City . All PSA's that exceed \$10,000, including multiple agreements with the same consultant for the same or similar services, or may result in an aggregate in one fiscal year that exceeds \$10,000, City Council approval is required.

## **SECTION II - PROPOSAL SUBMISSIONS**

### **FORMAT**

All proposals must be submitted in the format set forth below in order to assist a uniform review process:

- Title Page: The title page will reflect the Request for Proposal subject, name of the company, address, contact person's name, telephone number, email address, and fax number.
- Signature: All proposals submitted MUST include a signature which has been signed by an individual who is authorized to bind the Consultant to a service agreement.
- Table of Contents: The proposal must contain a Table of Contents which indicates the material included in the proposal and page numbers.

- Description of Service Provider: Provide a brief history and description of the Consultant; including, project team qualifications with descriptions of related project experience of key personnel, their role in the project, and their resumes. Discuss the leadership of your organization, and cite accomplishments of individuals who will provide direct oversight of services to be proposed for this contract.
- Staffing: Project Staffing including information on how the Consultant proposes to staff this project. This should include identification of the Consultant's key project team members by name, field of expertise, specific responsibilities on the project and the estimated number of hours they will work on the example project (Figure 1, Page 10).
- Presentation: All potential Consultants may be requested to provide on-site presentations in addition to their written proposals, at the discretion of the Water Bureau.
- Fee Proposal: The fee proposal section must include all costs associated with the organization's plan to carry out the requested service.

#### Submission of Proposals:

One digital PDF copy and six copies of a written proposal are to be submitted to:

Michael J. Bushart  
Managing Engineer / Water Design  
City of Rochester DES/ Water  
10 Felix St  
Rochester, New York 14608

All proposals must be submitted no later than 5:00 PM on Monday, June 9, 2017.

#### Anticipated Schedule:

- Deadline for submission of proposals: June 9, 2017
- Selection of Service Provider: June 23, 2017
- Submission to City Council for PSA: July 17, 2017
- Start date for service provision: August 17, 2017

### **SECTION III - REVIEW OF PROPOSALS**

All proposals will be reviewed by a selection committee comprised of Water Bureau staff selected by the Bureau. All responding Consultants will be notified of the outcome of the review.

Criteria for Selection of a successful proposal will be:



- Experience with surveying.
- Quality of proposal and lead time needed.
- References from other agencies that have used services provided by the Consultant.
- Qualifications and skills of service manager and staff that will be providing services.
- A proposal that is complete, covering all points mentioned in the scope of services and proposal submission sections of the Request for Proposal.
- A cost proposal that is reasonable, realistic, and the Water Bureau can use to estimate costs.
- Approach to completing the work.
- Preference will be given to a Consultant located in the City limits through additional 10% weighting. The City encourages M/WBE businesses to participate and are given additional 10% weighting for M/WBE who respond directly to this proposal and are on the New York State Certified M/WBE list.

## **SECTION IV - EXAMPLES**

An example of a main to be replaced and involving survey work is Westchester Avenue, from Longview Terrace to Culver Road, depicted in the Figure 1 below. Figure 2 shows a typical contract example using survey data.

Figure 1

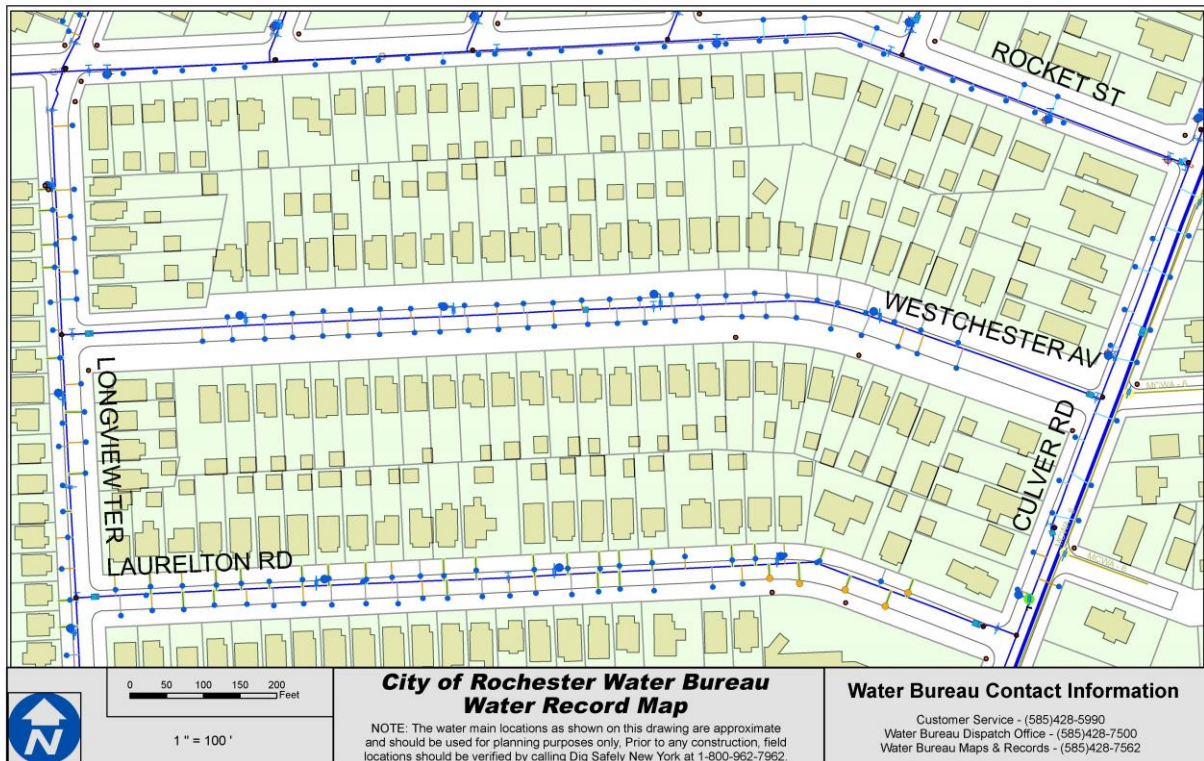


Figure 2

